

# Prepare to get the job you want

## A guide to effective interviewing



**The interview** is your chance to demonstrate that you are the best person for the job. Your application or résumé has already shown that you are qualified. Now it's up to you to describe how your skills and experience match this position and this business. Preparation is the key to landing the job you want.

### Research the company

Find out all you can about the business before you go to the interview. Visit their website. Know what products they make and/or what services they provide. Learn what is important to them. Knowing the business will help you tailor your answers to show how your skills match their needs.

### Plan your answers

Most businesses ask similar questions in an interview. Being prepared will help you feel more confident and relaxed. Plan answers to common questions such as:

▲ **What are your strengths?**.....  
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▲ **What are your weaknesses?** Talk about a minor weakness, but with a positive spin. For example, "I am a workaholic. The positive side to this is that I am not opposed to working extra hours when needed to get the job done.".....  
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▲ **Why do you want to work for this company?**.....  
.....  
.....

▲ **Why should I hire you?**.....  
.....  
.....

▲ **Do you have any questions?** You should ask questions that show your interest in the company and its work. For example, "What are the day-to-day responsibilities in this position?" or "Would it be possible to have a tour and meet some of the people who work here?".....  
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## Practice, practice, practice

Now that you've prepared your answers, practice them, refine them, and practice them again. It may help to practice with a friend or in front of the mirror. The more comfortable you are with your answers, the more prepared you'll be for your next interview.

## Make a great impression

While most of the interview is about answering questions and selling your skills, your body language and appearance are also important. To make the best impression:

- ▲ Research the company
- ▲ Arrive 10 minutes early
- ▲ Dress appropriately
- ▲ Avoid perfume or cologne
- ▲ Be polite to everyone
- ▲ Shake hands firmly
- ▲ Sit up straight and maintain eye contact
- ▲ Be enthusiastic
- ▲ Listen carefully
- ▲ Ask questions

## Say thank you

At the end of your interview, let them know you want the job and thank them. Ask for a business card. Follow up with a thank you note. Restate your interest in the position and the key skills you have to offer.

**For more interview tips, visit WorkSource. We offer workshops and other opportunities to polish your interview skills.**



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